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**Arrival Instructions- New Jersey Urban Mayors Association 3/19**

White House Office of Intergovernmental Affairs [LocalGovernment@who.eop.gov]

You forwarded this message on 3/18/2015 6:55 PM.

**Sent:** Wednesday, March 18, 2015 3:29 PM**To:** Smith, Ellen (WAS-MWW)**Cc:** Alcantara, Elias [Elias\_Alcantara@who.eop.gov]

Dear Ellen Smith,

We are excited to see the New Jersey Urban Mayors Association tomorrow for a meeting with the White House Office of Intergovernmental Affairs in the Eisenhower Executive Office Building, Room 274.

You will enter the complex at the intersection of **17th Street NW** and **State Place NW**. If any questions or concerns arise please contact Tyler Lewis at 727-475-0645, he will serve as the point of contact for today's meeting. If you could, please arrive at **1:15 PM** to ensure that everyone is in the building by the time the **1:30 PM** meeting starts.

Please double check to ensure that all security information you submitted is correct and reflects the information on the ID that you plan to use the day of the event. Any errors will require your information to be re-cleared and will delay your entry into the White House.

Per US Secret Service, the only acceptable forms of identification to enter the White House complex are as follows:

- Valid Government issued United States' driver's license
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- Valid United States or other official government issued passports
- Valid United States State Department ID
- For foreign nationals, only VALID passports are accepted
- No foreign-issued state IDs, driver's licenses, expired passports, or other forms of identification will be accepted

Thank you and please let me know if you have any further questions. We look forward to seeing you!

Best Regards,

The White House Office of Intergovernmental Affairs